



Project – SUGAM FLM User Manual

File Lifecycle Management



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FLM User Manual

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File Lifecycle Management



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1. Logon to FLM Launchpad:

URI: <http://bsptclsapde1.bsptcl.local:8000/sap/bc/ui2/flp?sap-client=110>

Give the user id and password

Bihar State Power Transmission Company Ltd.
(A Government of Bihar Undertaking)
FLM LAUNCHPAD

User: yash_flm

Password:

Log On

Change Password

SAP

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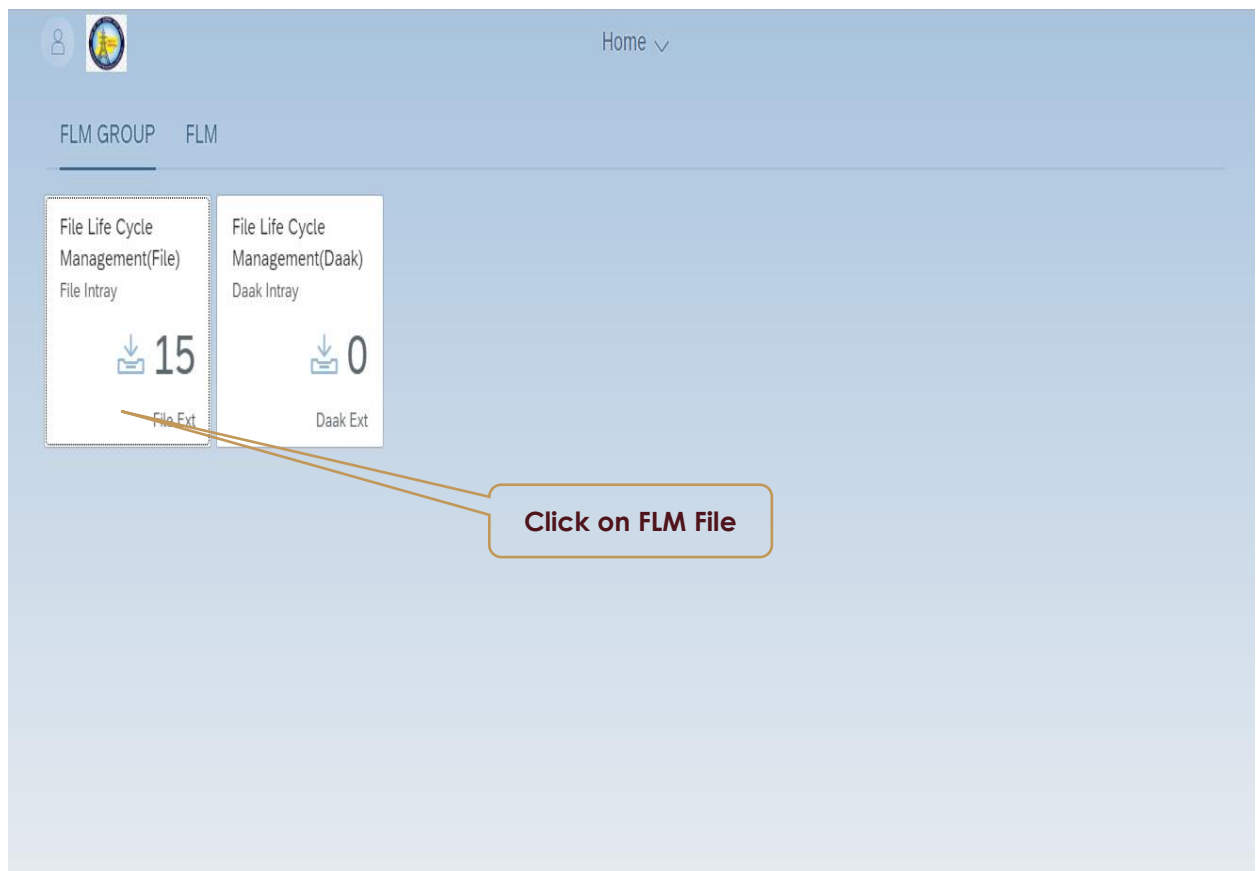
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File creation process.

2. Click on FLM file





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3. Create new file

SAP File Lifecycle Management

FLM WorkCenter

Intray 15 Draft 22 Cabinet 2 Substitute 0 Shared 0 Sent 0 Tracked 69

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
	Establishment file/F001/HR BSPTCL/Head Quarter/Patna/HR & ADM/Establishment file/22/2019	14.08.2019	--	Low	Initiator	YASH_FLM	File creation	07.08.2019	07:38:14
	EStimation BSPTCL/Head Quarter/Patna/Project - 1/Estimation/21/2019	08.08.2019	--	Low	Initiator	YASH_FLM	File creation	01.08.2019	13:58:55
	test of role. Letter/26/test of hr only/MD Cell/Sports/Patna/2019	05.08.2019	--	High	Approval Authority	YASH_FLM5	Letter	29.07.2019	09:11:08
	yes Memo/5/yes/MD Cell/Sports/Patna/2019	02.08.2019	--	Low	Information	YASH_FLM5	Memo	26.07.2019	14:07:20
	Purchase of Transformers BSPTCL/Head Quarter/Patna/MD Cell/Purchase of Transformers/20/2019	24.07.2019	--	Low	Initiator	YASH_FLM	File creation	18.07.2019	10:45:11

Create File

Click on File

Create Search Send Close Refresh



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4. Click on file hierarchy

Choose type of Hierrarchy

Status	Name	Created by	Type	Received D...	Received Time
	Establishment file/F001/HR	YASH_FLM	File creation	07.08.2019	07:38:14
	BSPTCL/Head Quarter/Patna/HR & ADM/Establishment file/22/2019	YASH_FLM	File creation	01.08.2019	13:58:55
	Estimation	YASH_FLM5	Letter	29.07.2019	09:11:08
	BSPTCL/Head Quarter/Patna/Project - 1/Estimation/21/2019	YASH_FLM5	Memo	26.07.2019	14:07:20
	test of role.	YASH_FLM	File creation	18.07.2019	10:45:11
	Letter/26/test of hr only/MD Cell/Sports/Patna/2019				
	yes				
	Memo/5/yes/MD Cell/Sports/Patna/2019				
	Purchase of Transformers				
	BSPTCL/Head Quarter/Patna/MD Cell/Purchase of Transformers/20/2019				

Choose the Department for File creation type

Status	Name	Created by	Type	Received D...	Received Time
	Establishment file/F001/HR	YASH_FLM	File creation	07.08.2019	07:38:14
	BSPTCL/Head Quarter/Patna/HR & ADM/Establishment file/22/2019	YASH_FLM	File creation	01.08.2019	13:58:55
	Estimation	YASH_FLM5	Letter	29.07.2019	09:11:08
	BSPTCL/Head Quarter/Patna/Project - 1/Estimation/21/2019	YASH_FLM5	Memo	26.07.2019	14:07:20
	test of role.	YASH_FLM	File creation	18.07.2019	10:45:11
	Letter/26/test of hr only/MD Cell/Sports/Patna/2019				
	yes				
	Memo/5/yes/MD Cell/Sports/Patna/2019				
	Purchase of Transformers				
	BSPTCL/Head Quarter/Patna/MD Cell/Purchase of Transformers/20/2019				



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5. Choose attribute values for file creation:

SAP File Lifecycle Management

Create File

*File No. Company Office Location Subject File No. Year

BSPTCL / Head Quarter / Patna / Estimation / / 2019

Overview

Type: FILE CREATION

Created On: Sun Oct 13 2019, 12:08:17

Created By: YASH_FLM

Due Date: 18 Oct 2019

Priority: Urgent

Subject: Estimation Sheet

Description

Load Description Template

B I U S Verdana 11pt

Click Save

Load Workflow Save Send Close File

1. Give the required details manually or by drop down for the required file creation for estimation process.
2. After providing the required details save the screen.

6. Give the required noting if required:



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SAP File Lifecycle Management

Create File

Notes

File approval further level..|

Private To: [Enter Name] [Post] [Clear]

No data

001 YASH_FLM 11.09.2019 15:26:34

Please find the attached document...

7. Attach the required documents in the attachment session:

001 YASH_FLM 11.09.2019 15:26:34

Please find the attached document...

Office Order/3/venkat/HR and Admin/Marketing/Patna/2019

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:28:40

Subject - Venkat test workflow 26.04.2019 ; Document Type - File

54

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:19:08

Document Type - Correspondence

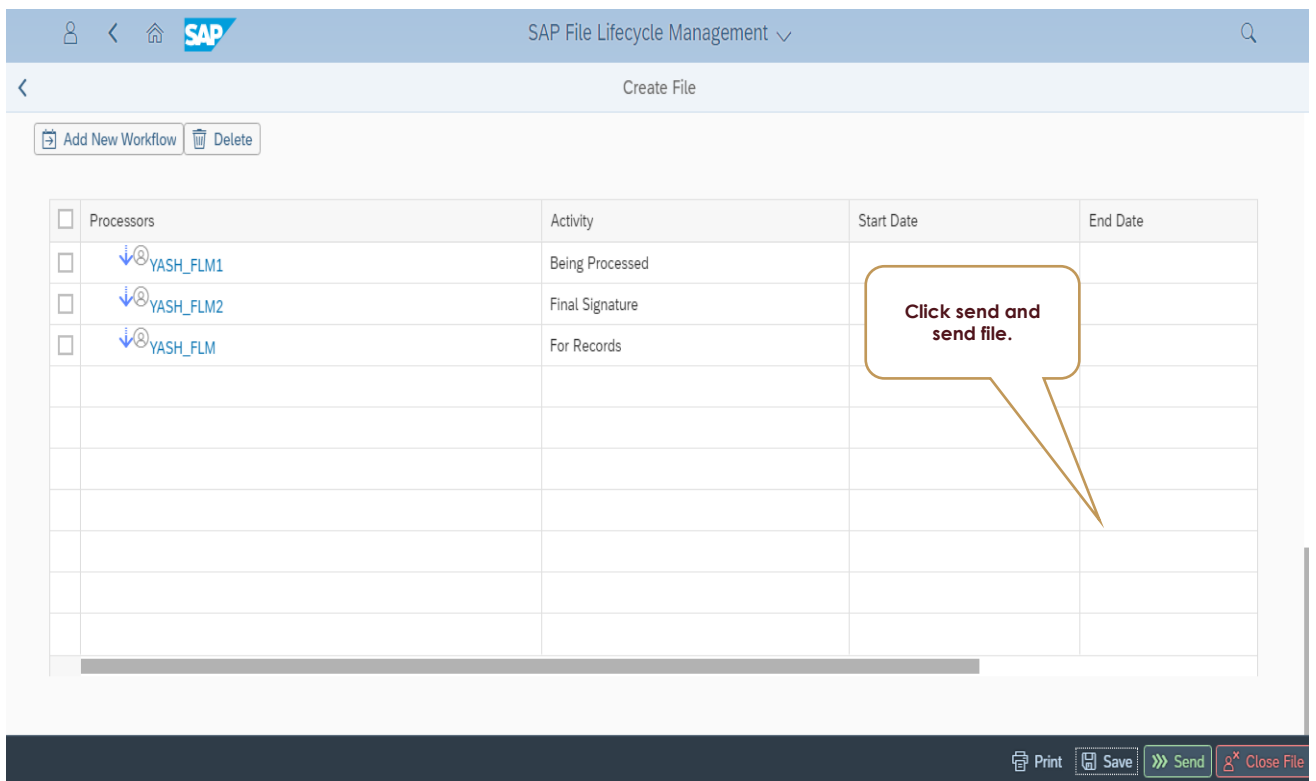
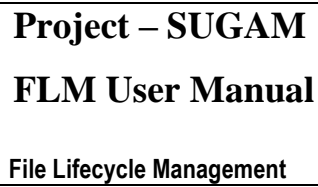
53

Uploaded By - YASH_FLM2 ; Uploaded On - 11.09.2019 15:46:20

Document Type - Correspondence

Document no 53 generated


8. Give the required Workflow user id : Or Workflow template



1. Click on send the file will go to the next user for validation.

9. Logon to FLM Launchpad: First level approver

Give the user id and password



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FLM LAUNCHPAD

User

yash_flm1

Password

.....|

Log On

Change Password



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File Lifecycle Management



10. Check the basic information of file:

SAP File Lifecycle Management

Details

BSPTCL/Head Quarter/Patna/O&M/PM/23/2019

File creation

Very High

Basic Information Notes & Correspondence Workflow Attribute History

Overview

Status: ☐ ☒ ☐

Created by: YASH_FLM

Created on: 11.09.2019

Last Changed By: BSPTCL

Activity: --

Subject: ESTIMATE

Track: ☒ ☐

Priority: Very High

Due Date: 18.09.2019

Check the basic information of file.

11. Comments View and Attachments :

002 YASH_FLM1 11.09.2019 15:39:55

attached 2 version

2.53

001 YASH_FLM 11.09.2019 15:26:34

002 YASH_FLM1 11.09.2019 15:39:55

16:03:32

Document Type - Correspondence

Add To Noting Add New Version

Office Order/3/venkat/HR and Admin/Marketing/Patna/2019

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:28:40

Subject - Venkat test workflow 26.04.2019 ; Document Type - File

54

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:19:08

Document Type - Correspondence

Add To Noting Add New Version

53

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:46:20

Document Type - Correspondence

Add To Noting Add New Version

This is an area where the file processing should enter their remarks/comments and post into FLM

Attach the new version of Estimated sheet.



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12. Another FLM file/Letter attachment.

The screenshot displays the SAP File Lifecycle Management (FLM) interface. A 'Create File' dialog box is open, featuring a 'File Number' field with a red asterisk indicating it is required. Below the field is a 'Cancel' button. A callout box points to the 'File Number' field, stating: 'If you know the file number, directly you can enter or past here'. Another callout box points to the 'Cancel' button, stating: 'Or you can search the file through advanced search'. The background interface shows a 'Notes' section with a rich text editor, a 'Documents' section, and a 'References (0)' section. The bottom of the screen has a footer with 'Print', 'Save', 'Send', and 'Close File' buttons.



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13. Add Workflow Users in hierarchy :

BSPTCL/Head Quarter/Patna/O&M/PM/23/2019

File creation Very High

Basic Information Notes & Correspondence **Workflow** Attribute History


Click on selection workflow and add processors in sequence

This are called workflow activities and are generally used.

After Selecting Workflow, save the file and click on

Processors	Activity	Start Date	End Date
↓YASH_FLM1	Approval Authority	11.09.2019 15:31:21	11.09.2019 12:11:52
↓YASH_FLM2	Approval Authority	11.09.2019 15:41:53	11.09.2019 12:18:52
↓YASH_FLM3	Final Signature	11.09.2019 15:48:53	11.09.2019 12:26:18
↓YASH_FLM	Initiator	11.09.2019 15:56:19	19.09.2019 12:18:16

14. Logon into Approver user id for Second level approval.



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FLM LAUNCHPAD

User

Password

Log On

Change Password



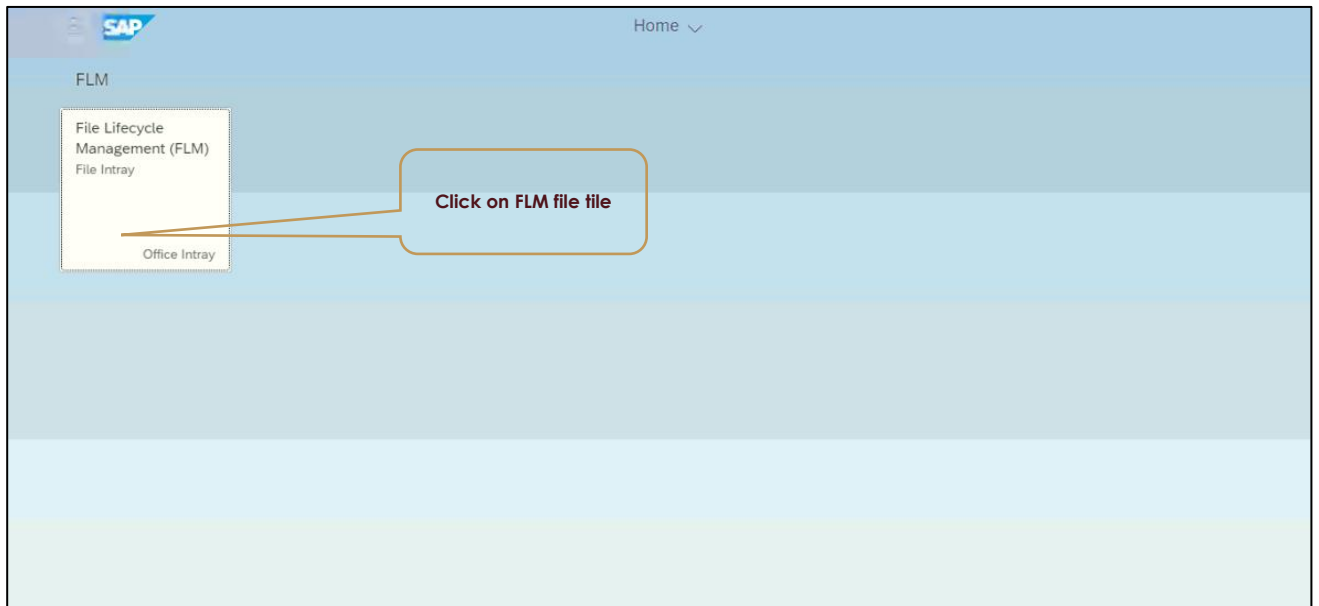
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15. Choose the file



16. Choose file from In-Tray

FLM WorkCenter

Intray 2 Draft 0 Cabinet 0 Substitute 0 Shared 0 Sent 0 Tracked 2

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received ...	Received TI...
	ESTIMATE BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Very High	Approval Authority	YASH_FLM	File creation	19.09.2019	13:54:47
	test1 Letter/1/134/Project - 1/Marketing/Patna/2019	26.09.2019	20.09.2019	Low	Approval Authority	Arun BSPTCL_HQ _EE	Letter	19.09.2019	11:49:52

Click on incoming file



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17. See basic description:

BSPTCL/Head Quarter/Patna/O&M/PM/23/2019

Approval Authority

File creation

Very High

Basic Information

Notes & Correspondence

Workflow

Attribute History

Overview

Scroll down to see base information details

Status: In Process

Created by: YASH_FLM

Created on: 11.09.2019 15:14:03

Last Changed By: BSPTCL_HQ_SE

Activity: Approval Authority

Subject: ESTIMATE

Track: ON

Priority: Very High

Due Date: 18.09.2019

Print

Save

Move To Cabinet

Send

Add Initiator

Close File

18. Notes & Documents area

<

Details

003 YASH_FLM2 11.09.2019 15:48:32

attached 3 rd version of document...

3. 53

002 YASH_FLM1 11.09.2019 15:39:55

001 YASH_FLM 11.09.2019 15:26:34

65

Uploaded By - Arun BSPTCL_HQ_EE ; Uploaded On - 19.09.2019 16:03:32

Document Type - Correspondence

Add To Noting Add New Version

Office Order/3/venkat/HR and Admin/Marketing/Patna/2019

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:28:40

Subject - Venkat test workflow 26.04.2019 ; Document Type - File

54

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:19:08

Document Type - Correspondence

Add To Noting Add New Version

53

Uploaded By - YASH_FLM2 ; Uploaded On - 11.09.2019 15:46:20

Document Type - Correspondence

Add To Noting Add New Version

15 | Page



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19. Click on workflow area to see workflow participants.

Basic Information Notes & Correspondence **Workflow** Attribute History

Processors	Activity	Start Date	End Date
↓YASH_FLM1	Approval Authority	11.09.2019 15:31:21	11.09.2019 12:11:52
↓YASH_FLM2	Approval Authority	11.09.2019 15:41:53	11.09.2019 12:18:52
↓YASH_FLM3	Final Signature	11.09.2019 15:48:53	11.09.2019 12:26:18
↓YASH_FLM	Initiator	11.09.2019 15:56:19	19.09.2019 12:18:16

In this area, you can see workflow participants.

20. File processed by all user and sending to file user.

Basic Information Notes & Correspondence **Workflow** Attribute History

Processors	Activity	Start Date	End Date
↓YASH_FLM1	Approval Authority	11.09.2019 15:31:21	11.09.2019 12:11:52
↓YASH_FLM2	Approval Authority	11.09.2019 15:41:53	11.09.2019 12:18:52
↓YASH_FLM3	Final Signature	11.09.2019 15:48:53	11.09.2019 12:26:18
↓YASH_FLM	Initiator	11.09.2019 15:56:19	19.09.2019 12:18:16

Click this button to send the file to final approver



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21. Attributes History

BSPTCL/Head Quarter/Patna/O&M/PM/23/2019

File creation

Very High

Basic Information Notes & Correspondence Workflow Attribute History

Here, you can see attributes history and its log

Attribute Name	Modified By	Modified Date	Modified Time	New Value	Old Value
PRIORITY	YASH_FL1	19.09.2019	16:20:09	Very High	High
PRIORITY	Arun BSPTCL_HQ_EE	19.09.2019	16:01:03	High	Low
PRIORITY	YASH_FLM	11.09.2019	15:14:04	Low	0

Print Send

22. Send file to final user.

Create File

001 YASH_FLM 25.04.2019 22:44:52

Letter for Approval.

Workflow

Add New Workflow Delete

Confirmation

Do you want to send this file to next approver for processing?

OK Cancel

Click on Okay to send file user

Processors	Activity	Start Date	End Date
<input type="checkbox"/> YASH_FLM1	Being Processed		
<input type="checkbox"/> YASH_FLM2	Being Processed		
<input type="checkbox"/> YASH_FLM3	Final Signature		



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23. Print Preview of a file:

SAP File Lifecycle Management

Details

Created on: 07.08.2019 10:52:15
Last Changed By: YASH_FLM
Activity: Initiator
Subject: Establishment file/F001/HR

Due Date: 14.08.2019

Description

M/s GE T&D India Ltd., vide letter placed at C-side have requested for adoption of GTP & drawing control and relay panel of make M/s M/s GE T&D India Ltd., for GSS Bihta (new) against NIT 62/PR/BSPTCL/2013 as per previous approval against NIT No.- 61/PR/BSPTCL/2015.

In view of above file may be sent to CRITL wing for examination and necessary recommendation on approval for adoption of already approved NIT.

Put up for kind perusal and further needful.

File Attributes

Process

Process: ☐ NO

Click this nothings for print preview

Click on Okay to send file user

Print Save Move To Cabinet Send Add Initiator Close File

24. After approval of file send to initiator:

SAP File Lifecycle Management

FLM WorkCenter

Intray Draft Cabinet Substitute Shared Sent Tracked

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
<input type="radio"/>	ESTIMATE BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Very High	Approval Authority	YASH_FLM	File creation	19.09.2019	13:54:47
<input type="radio"/>	test1 Letter/1/134/Project - 1/Marketing/Patna/2019	26.09.2019	20.09.2019	Low	Approval Authority	Arun BSPTCL_HQ_EE	Letter	19.09.2019	11:49:52

1. After approval of File from all stages file send to initiator.
2. File send to initiator for storage purpose.



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3. If the same file want to move to other departments we can send by adding the users in workflow column.

25. Approved file sending to other approver for further processing:

1. Approval Processing of Comparison sheet.

The screenshot shows the SAP File Lifecycle Management interface. The top bar includes navigation icons and the title 'SAP File Lifecycle Management'. Below the bar, there's a 'Details' section. On the left, a list of files is shown with their IDs and upload times. On the right, the details of a selected file (ID 65) are displayed, including the uploader, upload time, document type, and subject.

File ID	Upload Time	Details
004 BSPTCL_HQ_AE	19.09.2019 15:57:18	
003 YASH_FLM2	11.09.2019 15:48:32	
002 YASH_FLM1	11.09.2019 15:39:55	
001 YASH_FLM	11.09.2019 15:26:34	

Details for File 65:

- Uploaded By - Arun BSPTCL_HQ_EE ; Uploaded On - 19.09.2019 16:03:32
- Document Type - Correspondence
- Subject - Venkat test workflow 26.04.2019 ; Document Type - File

1. Attached the comparison sheet in documents session.
2. Added comparison sheet to nothing.
3. Now file will go for further processing.

26. Click on workflow area to see workflow participants.

1. Added the workflow users.
2. File will go to the other departments also.
3. Check the workflow user processing list and click on send.

Processors	Activity	Start Date	End Date
BSPTCL_HQ_AE	Approval Authority	19.09.2019 15:48:18	19.09.2019 12:28:28
Arun BSPTCL_HQ_EE	Approval Authority	19.09.2019 15:58:29	19.09.2019 12:37:12
BSPTCL_HQ_SE	Approval Authority	19.09.2019 16:07:14	19.09.2019 12:41:52
BSPTCL_HQ_CE	Approval Authority	19.09.2019 16:11:53	19.09.2019 12:48:10
YASH_FI1	Approval Authority	19.09.2019 16:18:11	19.09.2019 12:57:05



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27. Logon to FLM Launchpad: First level approver for Comparison sheet.

Give user id and password

Bihar State Power Transmission Company Ltd.
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FLM LAUNCHPAD

User: BSPTCL_HQ_EE
Password:

Log On
Change Password

28. Choose file from In-Tray

SAP File Lifecycle Management

FLM WorkCenter

In-Tray (2) Draft (0) Cabinet (0) Substitute (0) Shared (0) Sent Tracked (2)

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
<input type="radio"/>	ESTIMATE BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Very High	Approval Authority	YASH_FLM	File creation	19.09.2019	13:54:47
<input type="radio"/>	test1 Letter/1/134/Project - 1/Marketing/Patna/2019	26.09.2019	20.09.2019	Low	Approval Authority	Arun BSPTCL_HQ_EE	Letter	19.09.2019	11:49:52



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29. Add the Nothings documents:

1. Attach the updated comparison documents as a new version.
2. Add the attachment to noting's area and write comment.
3. Click the desired workflow
4. Click on send.

<

Details

<div>005 Arun BSPTCL_HQ_EE 19.09.2019 16:05:23</div> <div>Attached the newversion of Qutation comparison</div> <div>2. 65</div>	<div>Document Type - Correspondence</div> <div>Add To Noting Add New Version</div> <div>65</div> <div>Uploaded By - Arun BSPTCL_HQ_EE ; Uploaded On - 19.09.2019 16:03:32</div> <div>Document Type - Correspondence</div> <div>Add To Noting Add New Version</div>
<div>004 BSPTCL_HQ_AE 19.09.2019 15:57:18</div>	
<div>003 YASH_FLM2 11.09.2019 15:48:32</div>	

30. Logon to FLM Launchpad: Second level approver for Comparison sheet.

Give user id and password

Bihar State Power Transmission Company Ltd.
(A Government of Bihar Undertaking)
FLM LAUNCHPAD

User

BSPTCL_HQ_SE

Password

.....

Log On

Change Password



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31. Choose file from In-Tray:

SAP File Lifecycle Management

FLM WorkCenter

Intray 2 Draft 0 Cabinet 0 Substitute 0 Shared 0 Sent 0 Tracked 2

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
<input type="radio"/>	ESTIMATE BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Very High	Approval Authority	YASH_FLM	File creation	19.09.2019	13:54:47
<input type="radio"/>	test1 Letter/1/134/Project - 1/Marketing/Patna/2019	26.09.2019	20.09.2019	Low	Approval Authority	Arun BSPTCL_HQ_EE	Letter	19.09.2019	11:49:52

32. Add the Nothings documents:

1. Attach the new updated comparison documents as a new version.
2. Add the attachment to noting's area and write comment.
3. Click the desired workflow
4. Click on send file will move to the next level approver.

006 BSPTCL_HQ_SE 19.09.2019 16:10:22

approvedd.

005 Arun BSPTCL_HQ_EE 19.09.2019 16:05:23

Attached the newversion of Qutation comparision

2. [65](#)

004 BSPTCL_HQ_AE 19.09.2019 15:57:18

please find the attached quation comparision sheet.

1. [65](#)

66

Uploaded By - YASH_FI1 ; Uploaded On - 19.09.2019 16:24:07

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

65

Uploaded By - Arun BSPTCL_HQ_EE ; Uploaded On - 19.09.2019 16:03:32

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

[Office Order/3/venkat/HR and Admin/Marketing/Patna/2019](#)

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:28:40

Subject - Venkat test workflow 26.04.2019 ; Document Type - File



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33. Click on workflow area to see workflow participants.

1. Please check the desired workflow users
2. If required you can add the other departments user id or delete the user ids.
3. Finally file will send to the Finance team for further approval .

Details				
Basic Information Notes & Correspondence Workflow Attribute History				
Processors	Activity	Start Date	End Date	
↓YASH_FLM1	Approval Authority	11.09.2019 15:31:21	11.09.2019 12:11:52	
↓YASH_FLM2	Approval Authority	11.09.2019 15:41:53	11.09.2019 12:18:52	
↓YASH_FLM3	Final Signature	11.09.2019 15:48:53	11.09.2019 12:26:18	
↓YASH_FLM	Initiator	11.09.2019 15:56:19	19.09.2019 12:18:16	
↓BSPTCL_HQ_AE	Approval Authority	19.09.2019 15:48:18	19.09.2019 12:28:28	
↓Arun BSPTCL_HQ_EE	Approval Authority	19.09.2019 15:58:29	19.09.2019 12:37:12	
↓BSPTCL_HQ_SE	Approval Authority	19.09.2019 16:07:14	19.09.2019 12:41:52	
↓BSPTCL_HQ_CE	Approval Authority	19.09.2019 16:11:53	19.09.2019 12:48:10	
↓YASH_FI1	Approval Authority	19.09.2019 16:18:11	19.09.2019 12:57:05	

34. Logon to FLM Launchpad: Fourth level approver for Comparison sheet.

Give user id and password



Bihar State Power Transmission Company Ltd.
(A Government of Bihar Undertaking)
FLM LAUNCHPAD

Useryash_FI1

Password.....

Log On

Change Password

35. Choose file from In-Tray:



Project – SUGAM

FLM User Manual

File Lifecycle Management



SAP File Lifecycle Management

FLM WorkCenter

Introy 2 Draft 0 Cabinet 0 Substitute 0 Shared 0 Sent 0 Tracked 2

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
<input type="radio"/>	ESTIMATE BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Very High	Approval Authority	YASH_FLM	File creation	19.09.2019	13:54:47
<input type="radio"/>	test1 Letter/1/134/Project - 1/Marketing/Patna/2019	26.09.2019	20.09.2019	Low	Approval Authority	Arun BSPTCL_HQ_EE	Letter	19.09.2019	11:49:52

36. Add the Nothings documents:

1. Check the all attachments and approve the same.
2. Add the attachment to noting's area and write comment.
3. Click the desired workflow
4. Click on send file will move to the initiator for storing or records..

< Details

008 YASH_FI1 19.09.2019 16:26:41

Approved and changes has been made. FI1

007 BSPTCL_HQ_CE 19.09.2019 16:16:00

006 BSPTCL_HQ_SE 19.09.2019 16:10:22

005 Arun BSPTCL_HQ_EE 19.09.2019 16:05:23

004 BSPTCL_HQ_AE 19.09.2019 15:57:18

003 YASH_FLM2 11.09.2019 15:48:32

002 YASH_FLM1 11.09.2019 15:39:55

001 YASH_FLM 11.09.2019 15:26:34

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

66

Uploaded By - YASH_FI1 ; Uploaded On - 19.09.2019 16:24:07

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

65

Uploaded By - Arun BSPTCL_HQ_EE ; Uploaded On - 19.09.2019 16:03:32

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

Office Order/3/venkat/HR and Admin/Marketing/Patna/2019

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:28:40

Subject - Venkat test workflow 26.04.2019 ; Document Type - File

54

Uploaded By - YASH_FLM ; Uploaded On - 11.09.2019 15:19:08

Document Type - Correspondence

37. After approval of file send to initiator:



Project – SUGAM

FLM User Manual

File Lifecycle Management



SAP File Lifecycle Management

FLM WorkCenter

Intray 2 Draft 0 Cabinet 0 Substitute 0 Shared 0 Sent 0 Tracked 2

Search

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
<input type="radio"/>	ESTIMATE BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Very High	Approval Authority	YASH_FLM	File creation	19.09.2019	13:54:47
<input type="radio"/>	test1 Letter/1/134/Project - 1/Marketing/Patna/2019	26.09.2019	20.09.2019	Low	Approval Authority	Arun BSPTCL_HQ_EE	Letter	19.09.2019	11:49:52

1. After approval of File from all stages file send to initiator.
2. File send to initiator for storage purpose.
3. If you want to move the same file for other purpose you can rotate the file .

38. Search of FLM FILE:

SAP File Lifecycle Management

Workcenter

Intray 5 Draft 5 Cabinet 0 Substitute 0 Shared 0 Sent 0 Tracked 37

Search

Click search files

Status	Name	Due Date	Respond By	Priority	Activity	Created by	Type	Received D...	Received Time
<input type="radio"/>	File BSPTCL/Head Quarter/Patna/O&M/PM/23/2019	18.09.2019	--	Medium	For Records	YASH_FLM	File creation	26.06.2019	12:29:12
<input type="radio"/>	Draft Draft Note/Head Quarter/Patna/O&M/PM/23/2019	26.06.2019	29.06.2019	Urgent	For Records	YASH_FLM	Draft Note	25.06.2019	08:25:52
<input type="radio"/>	विहार/प्र विहार/प्र/Head Quarter/इर/वि/8/2019	29.06.2019	--	Medium	For Records	YASH_FLM	File creation	25.06.2019	07:32:55
<input type="radio"/>	Letter ptcl -VI /विविदा / jects/Sports/Patna/2019	29.06.2019	29.06.2019	Very High	Information	YASH_FLM3	Letter	24.06.2019	10:08:16

Create Search Send Close Refresh



Project – SUGAM

FLM User Manual

File Lifecycle Management



Search

Subject: Is
File Number: BSPTCL/HR/ESESTABLISHMENT/Head Quater/HR...
Created by: Is
Last Changed by: Is

Number of Results: 100 Search Clear

Name	Subject	Due Date	Status	Created by	Created on	Priority	Processor	File Type
BSPTCL/HR/ESSTA BLISHMENT/Head Quater/HR/IV/9/201 9	File creation for HR Establishment	29.06.2019	In	YASH_FLM	26.06.2019 15:03:05	Medium	YASH_FLM	File creation

Give the file number in File number Column

SAP File Lifecycle Management

Details

BSPTCL/HR/ESESTABLISHMENT/Head Quater/HR/IV/9/2019

File creation

Medium

Basic Information Notes & Documents Workflow Attribute History

Documents

References (2)

Office Order/4/6001/Finance/Facilities/Patna/2019
Uploaded By - YASH_FLM ; Uploaded On - 26.06.2019 16:14:44
Subject - Vidya test ; Document Type - File

Letter/7/File for HR/HR and Admin/Establishment/Patna/2019
Uploaded By - YASH_FLM ; Uploaded On - 26.06.2019 16:06:39

Print Send

Please check the Required letters has been attached to the file or not.



Project – SUGAM

FLM User Manual

File Lifecycle Management



39. Features of FLM FILE:

SAP File Lifecycle Management

Workcenter

In Tray : If any user sends a file to you, then system updates in 'In Tray' section.
Draft : You create a file, but not yet send to anyone, then system updates in 'Draft' section.
Cabinet : If user wants to keep the file in abeyance, then system updates in 'Cabinet' section

0 5 0 0 0 16

Intray Draft Cabinet Substitute Shared Sent Tracked

Search

Status	Name	Due Date	Priority	Created by	Type	Created Date	Created Time
	Operations of 220 kw transformers						
	Letter/1/F002/Head Quater/Hri/Critical/2//Operations/Marketing/Patna/2019	20.04.2019	Very High	YASH_FLM	Letter	18.04.2019	12:42:56
		00.00.0000	0	YASH_FLM	File creation	18.04.2019	12:22:11
	Aravaind file						
	Letter/11/F001/Projects/Facilities/Patna/2019	19.04.2019	High	YASH_FLM	Letter	17.04.2019	11:35:52
	16.04.2019						
	Letter/10/F001/HR and Admin/Facilities/Patna/2019	17.04.2019	High	YASH_FLM	Letter	16.04.2019	15:42:58
	qweqwe						
	Memo/1/qwe/Supply and Distribution/Establishment/Patna/2019	17.04.2019	High	YASH_FLM	Memo	16.04.2019	02:37:33

Create Search Task View Send Close Refresh



Project – SUGAM FLM User Manual

File Lifecycle Management



40. Features of FLM

SAP File Lifecycle Management

Shared : If any user sends a file to you through shared mode, then system updates in 'Shared' section.

Sent : If you send a file to next file processor, then system updates in 'Sent' section.

Tracked : If you enabled a track on functionality, then system updates in 'Tracked' section.

Intray 0 Draft 5 Cabinet 0 Substitute 0 Shared 0 Sent 18 Tracked 18

Search

Status	Name	Due Date	Priority	Activity	Processor	Processing Since	Type
	Test of letter Letter/1/yash/Projects/Sports/Patna/2019	04.04.2019	High	--	--	--	Letter >
	Test of project Letter/2/F001/Projects/Purchase/Patna/2019	06.04.2019	High	--	--	--	Letter >
	HR test Letter/1/F001/Operations/Sports/Patna/2019	12.04.2019	Medium	--	--	--	Letter >
	ravi test Letter/3/ravi/HR and Admin/Facilities/Patna/2019	10.04.2019	Medium	--	--	--	Letter >
	Test of office note Office Note/1/Office note/Finance/Establishment/Patna/2019	11.04.2019	Medium	--	--	--	Office Note >
	Test111 Letter/5/Roo1/Finance/Facilities/Patna/2019	11.04.2019	High	--	--	--	Letter >

Create Search File Explorer Refresh



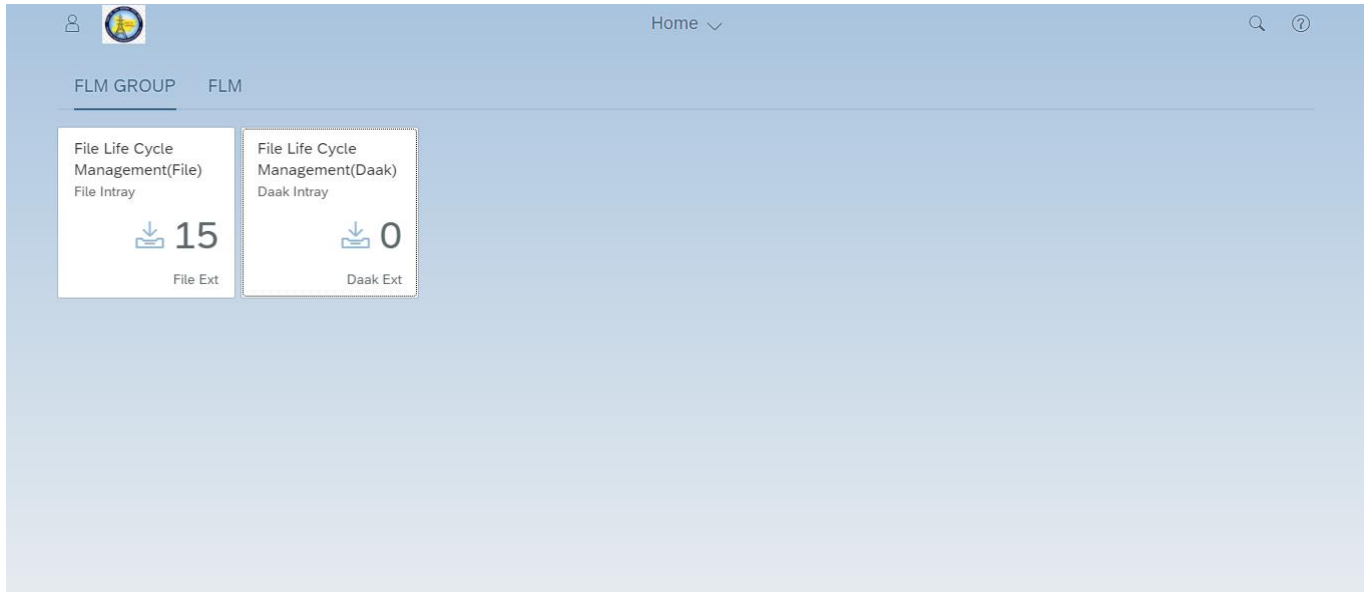
Project – SUGAM

FLM User Manual

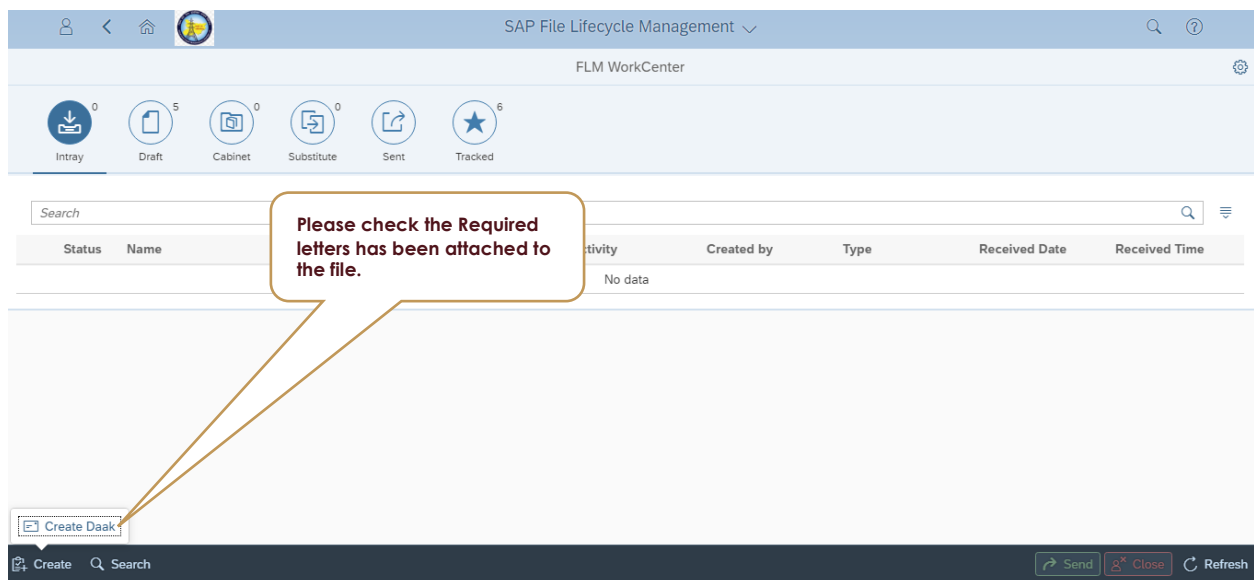
File Lifecycle Management



41. Daak Process:
42. Click on Daak:



43. Creation of Daak:





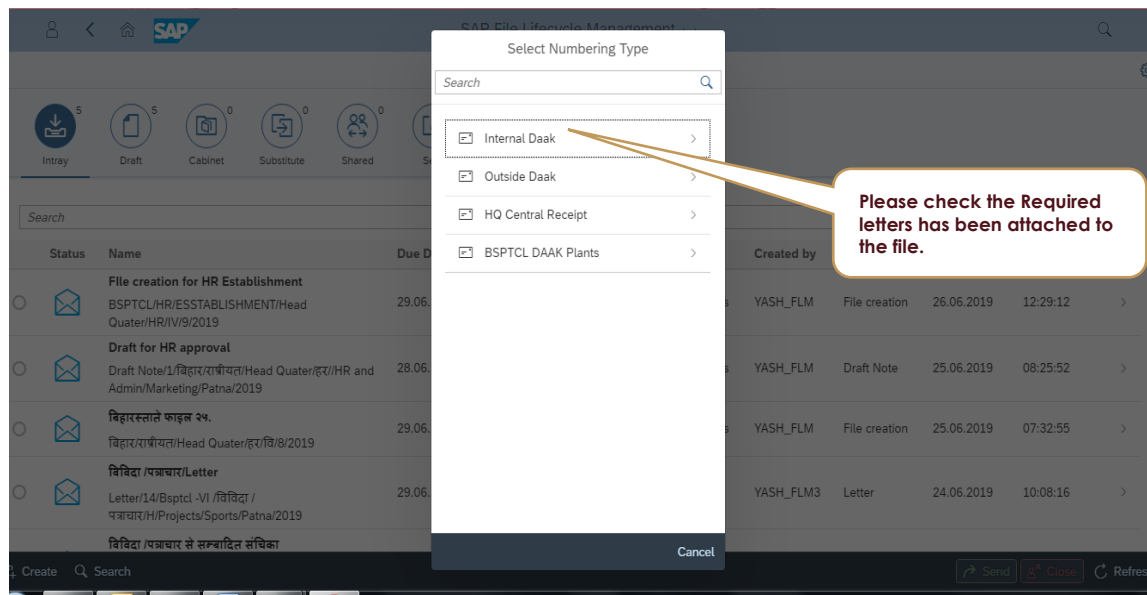
Project – SUGAM

FLM User Manual

File Lifecycle Management



44. Select the type of Daak:



45. Selection screen for Daak:

Please input following details

1. Subject,
2. Received date,
3. letter date,
4. Reference number,
5. Received mode,
6. Originally address.
7. Save the screen.



Project – SUGAM

FLM User Manual

File Lifecycle Management



SAP File Lifecycle Management

Daak

Overview

Created On: Wed Jun 26 2019, 17:17:47

Created By: YASH_FLM

*Subject: Approved Letter for information

Received Date: 29/06/2019

Letter Date: 29/06/2019

Reference Number: Draft Note/1

Received Mode: Mail

Originally Addressed To: CE/SE/AEE

Enter the Subject

Enter the required details.

Save Send Close

46. Selection screen for nothing and Daak in Document:

Please input following details

1. Note input and give hyperlink.
2. Attached the Daak.
3. Save the screen.



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FLM User Manual

File Lifecycle Management



SAP File Lifecycle Management

Daak

Notes & Documents

Notes

Attached daak for reference.

[PLANT/9/HRandAdmin/ITDepartment/2019](#)

Private To: Enter Name

No data

Documents

[PLANT/9/HRandAdmin/ITDepartment/2019](#)

Uploaded By - YASH_FLM ; Uploaded On - 26.06.2019 17:45:13

Document Type - Correspondence

[Add To Noting](#) [Add New Version](#)

Enter the noting details

Enter the Daak Number manually.

Save Send Close

47. Selection of workflow Screen:

Input the following screen:

1. Input the workflow id of the desired persons.
2. Save the screen

SAP File Lifecycle Management

Daak

Workflow

<input type="checkbox"/>	Processors	Activity	Start Date	End Date	Status
<input type="checkbox"/>	YASH_FLM1	Information			Not yet started
<input type="checkbox"/>	YASH_FLM2	Information			Not yet started

Enter the Desired user id

Save Send Close



Project – SUGAM

FLM User Manual

File Lifecycle Management



48. Check the Daak sent or not:

SAP File Lifecycle Management

Workcenter

Intray 5 Draft 8 Cabinet 0 Substitute 0 Shared 0 Sent 5 Tracked 38

Search

Status	Name	Activity	Sent To	Sent On	Sent Time
✉	Approval Letter for information PLANT/9/HR and Admin/IT Department/2019	Information	YASH_FLM1	26.06.2019	14:28:42
✉	File creation for HR Establishment BSPTCL/HR/ESTABLISHMENT/Head Quater/HR/IV/9/2019	Processed	YASH_FLM1	26.06.2019	12:04:59
✉	Finance file Letter/5/12345/Procurement/Facilities/Patna/2019	Final Signature			09:42:22
✉	Draft for HR approval Draft Note/1/बिहार/राष्ट्रीयत/Head Quater/हर/HR and Admin/Marketing/Patna/2019	Being Processed			07:51:35
✉	बिहारस्ताते फाइल २५. बिहार/राष्ट्रीयत/Head Quater/हर/वि/8/2019	Being Processed	YASH_FLM1	25.06.2019	07:27:49

Create Search Refresh

Check the Daak in sent items or not.

49. Check the Daak was at which stage in track folder:

SAP File Lifecycle Management

Workcenter

Intray 5 Draft 8 Cabinet 0 Substitute 0 Shared 0 Sent 5 Tracked 38

PLANT/9/HR and Admin/IT Department/2019

Status	Name	Due Date	Priority	Activity	Processor	Processing Since	Type
✉	Approval Letter for information PLANT/9/HR and Admin/IT Department/2019	--	--	Information	YASH_FLM1	26.06.2019 14:28:42	BSPTCL DAAK Plants >

Create Search Refresh

Check the Daak was available in track or not.